

JOHN WAIHEE  
GOVERNOR



STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES

P. O. BOX 119  
HONOLULU, HAWAII 96810-0119

June 7, 1990

RUSSEL S. NAGATA  
COMPTROLLER

JAMES H. YASUDA  
DEPUTY COMPTROLLER

COMPTROLLER'S MEMORANDUM NO. 1990-13

TO: Heads of Departments and Agencies  
ATTN.: Fiscal Offices  
FROM: Russel S. Nagata, Comptroller  
SUBJECT: Payroll Withholdings on Excess Travel and  
Other Reimbursements

The Internal Revenue Service has issued statements that require taxes to be withheld from an employee's pay when travel and other reimbursements exceed certain rates. Tax withholdings are to begin no later than July 1, 1990. The excess payments and the withholdings must be reported on the employee's W-2 Wage and Tax Statement at year end. This requires additional fiscal procedures to be implemented to ensure compliance by the State of Hawaii.

Beginning on June 18, 1990, a series of half-day classes will be held to train appropriate State fiscal personnel in these additional fiscal procedures. Departments should contact Charlene Asato at 548-3167 or Lillian Odo at 548-4204 and provide names of fiscal personnel who will be attending a training session. Appropriate departmental personnel to attend include the head of payroll operations, staff responsible for the update of the payroll change schedule, and staff responsible for processing:

- statement of completed travel;
- statement of intra-state travel completed;
- personal automobile mileage voucher;
- mileage allowance; and
- uniform allowance.

Hds. of Depts. and Agencies  
Memo 1990-13  
Pg. 2

Training sessions will last no longer than 1/2 day and are limited to 25-30 people per session on a first-come, first-served basis. Training will be held in Room 322-B of the Kalanimoku Building at 1151 Punchbowl Street in Honolulu on the following dates and times:


8:00 a.m. - 12:00 noon

1:00 p.m. - 4:00 p.m.

June 19,20,21,22,25,27,28,29

June 18,26

Necessary materials will be provided to all participants.

  
RUSSEL S. NAGATA  
Comptroller